Category Line Item Descriptor

Category 1 – Advertising/Promotions
Imprinting of products
Imprinted Banners
Imprinted Clothing (t-shirts)
Imprinted Materials
Publication Advertisement (Ads)
Publications Recruiting*
Athletic Promotions*
Athletic Employment*

Category 2 – Contractual
Require generation of a contract
Bands/DJs
Custodial
Coaches*
Computer programs - software*
Conferences - Dues
Consultants*
Game Official*
Game Assignor*
Instructional Services
Music Licenses
Security
Seminar Speakers
Senior Event*
Workshops

Category 3 – Equipment
Electronic or Furniture Purchases
Audio/Video
Computer parts*
Electronics (cameras, iPods, recorders, etc.)
Furniture*
Rental
Sporting Equipment

Category 4 – Films
Expenses related to film development
Film Developing*
Rental
Other Purchase

Category 5 – Honoraria
Recognition of Service/Volunteerism
Awards, Plaques, Trophies,
Certificates
Guest
Lecturer/Speaker - $ gift
Other Performance(s)

Category 6 – Insurance
Coverage of persons or property
Athletics*
Children’s Center***
Directors and Officers*
Liability*
Other*
Student Insurance*

Category 7 – Printing/Postage**
Production or Mailing of products
Directories, guides, schedules*
Reference Books
Printed Books
Training Materials
Business Cards*
Diplomas Duplication*
JJC Handbooks
Invitations
Newsletter
Newspaper*
Magazines
Other Postage
Programs
Yearbook*
Stationary*
Subscriptions
(Magazine/Newspapers /etc.)
Tickets

Category 8 – Rental
Temporary leasing of location/item/etc.
Arena – Facilities*
Athletics – Fields*
Props, Scenery*

Category 9 – Repairs and Maintenance
Expense related to the upkeep of equipment
Athletic – Maintenance – Gas*
Athletic – Repair – Vans*
Parts*
Service – Labor Fees*

Category 10 – Telephone
System services for office use
Installation*
Monthly Charges*
Other*

Category 11 – Stipends
Monetary incentive for services
Student Council
Programs Semester Stipend
Other*

Category 12 – Personnel
SAA Employees
Disability*
FICA & Unemployment* Fringe
Benefits*
Full-time*
Health Benefits*
Other*
Part-time (Hourlies)*
Pension Benefits*

Category 13 – Supplies
Items needed to conduct business
Tables, Chairs*
Vehicle Rental*
Other

Category 14 – Travel
Expenses related to domestic/international travel
Advances: non-student related*
Athletic – Advances*
Athletic – Team hotel/meal
Conventions
Local Car Expense – (gas, tolls, mileage) *
Local Meals* (within NYC)
Local Reimbursement: non-student related* (within NYC)
Local Bus/Subway metro cards
Local Vehicle Rental: non-student related* (within NYC)
Non-Local Lodging (outside NYC)
Non-Local Car expense* (outside NYC)
Non-local Meals (outside NYC)
Non-local Registration fees (outside NYC)
Non-local Train: Amtrak (outside NYC)
Non-local Airfare (outside NYC)
Non-local Bus (outside NYC)
Per Diem
Other

Category 15 – Refreshments
Food and Beverage purchases
Commencement Reception*
Departmental Events
Freshman Orientation*
Graduate Student Events
Guest Speakers/Honorary Dinners
Meetings
Reimbursements: non-student related*
Special Events
Other

Payments to JJC is for Tuition and Fees
All entities may not be eligible*
When considering ordering items within the category Printing and Postage please estimate for shipping and handling/freight charges**
Children’s Center – A separate Corporation***